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SUS

28 January 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

FROM : Chief, Support School, OTR

Upon my retirement, I wish to express sincere appreciation to all my friends in OTR for making my last duty assignment so pleasant and meaningful. My best to each of you.

A. ADMINISTRATIVE TRAINING

1. INSTRUCTORS TRAINING COURSE

Three members of SUS-AT are currently enrolled in the Instructors Training Course:

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2. NEW COURSE FOR CLERICALS

Research for the new course for clericals, recommended by Problem Solving Group #5, is being conducted by Mrs.

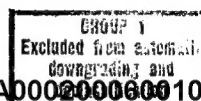
She has had discussions with several senior secretaries in the Support Directorate and has conferred with three Directorate training officers regarding the philosophy and content of the course.

3. CLERICAL TRAINING FACULTY

a. Experimental Group II Completes Training

On 14 September 1970 eleven women entered on duty in the Agency and were assigned to Experimental Group II, for

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training in typewriting, English grammar and punctuation, and special word study. [REDACTED] the Clerical Training instructor who has been responsible for the training offered to this group is preparing a summary report for submission to the Deputy Director of Personnel for Recruitment and Placement. Of the 11 students, 6 met Agency typewriting qualifications. Of the 11 students, 4 were disqualified for Agency employment; 1 had not been cleared when the program ended. Five attended the Clerical Orientation program during the week of 11 January 1971.

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4. COMPONENT TRAINING

Mr. [REDACTED] attended the second meeting of the OL Training Review Committee, which is now being chaired by Mr. [REDACTED]. From the meeting it was determined that the course will probably be a five-day, full-time general orientation covering the missions and functions of the elements under the Office of the Chief and of each Division. Visual aids, case studies, and tours will supplement lectures. The general approach for each major component will be: (a) what is done, (b) why it is done, and (c) which element of the Division or Office does it.

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5. FIELD FINANCE AND LOGISTICS COURSE

A total of 14 students attended the FF&L course which ended 22 January. It is understood that 17 applications have already been received for the course which is to start 22 February.

In addition, two requests for special tutorial sessions at the conclusion of the next course have been received, and the COS/ [REDACTED] has requested that instruction in Type II property accounting procedures be given on two consecutive weeks to employees at the Station. It is tentatively planned that this will be done during the last two weeks in April.

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6. RETURNEE INTERVIEWS

On 21 January, Mr. [REDACTED] of the [REDACTED] had served as Ops Support Assistant of [REDACTED] from March 1968 through July 1970 and had attended FF&L Course #4-68, which was conducted from 29 January - 16 February 1968.

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B. MANAGEMENT TRAINING

1. MEDC

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a. [REDACTED] has accepted our invitation to be the Final Speaker for MEDC #27 on 26 February 1971.

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b. Phase II got off to a good start on 25 January with the DTR, Lawrence Houston and [REDACTED] giving their usual fine presentations.

[REDACTED]
Chief, Support School

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[REDACTED]:jdg(29 Jan 71) 3356

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